

Connecticut Department of Revenue Services
Taxpayer Services Division
Fast-File Data Base Training Manual
January 2006

The Electronic Commerce Unit maintains the **Fast-File Database**, an Access 2000 database that will provide "read only" access to certain information as stored in the Fast-File database.

By entering in the CT tax identification number of the taxpayer, a report will open and will include an overview of the following information:

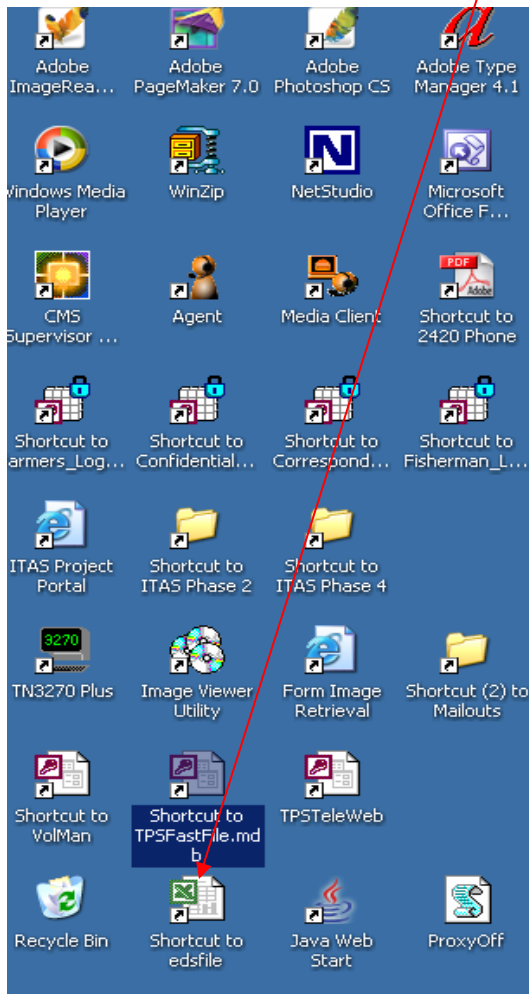
1. View Entity-
 - a. TID
 - b. FEIN
 - c. Name
 - d. PIN- should not be distributed to taxpayer without verification of identity. Identification would include know return data as found in ITAS.
 - e. Whether PIN was changed
 - f. Number of Fast-Filed returns by tax type
 - g. Shared Secrets (Y or N)
2. View Access Log
 - a. Shows yrmonthdaytime when taxpayer accessed system and filing method used (1 = phone and 2 = Internet)
3. View Contact Information (name and telephone number if taxpayer provided that information)
4. View returns filed by tax type, by confirmation number and tax type, by period (SUT only), payments only, corp estimates

Using the database:

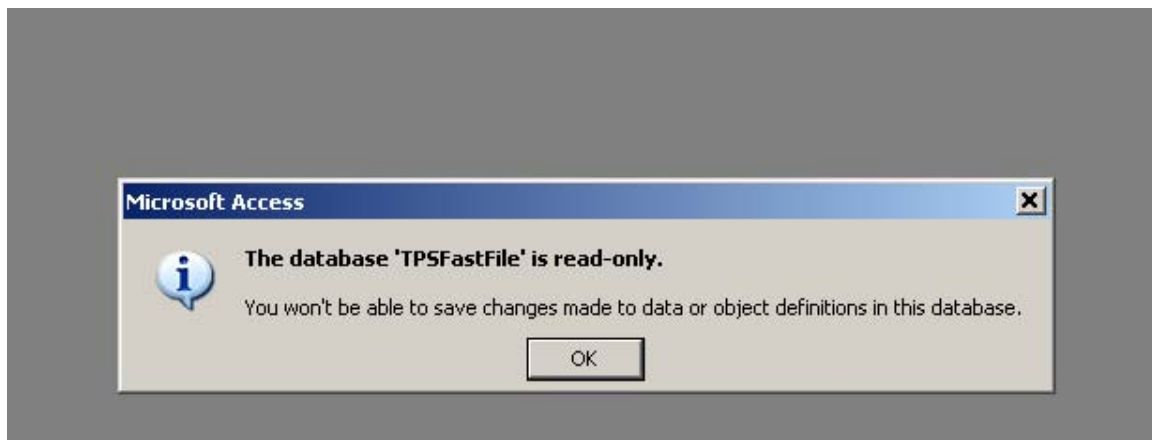
- A. Add a shortcut to your desktop
 - a. Right click on your desktop,
 - b. choose New,
 - c. choose shortcut
 - d. copy and paste the following into the box: P:\Special\Electronic Commerce\FastFile\TPSFastFile.mdb
 - e. Click "Next"
 - f. Click "Finish"

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B. To open the data base, double click on the Icon on your desktop



The following screen will appear. Click "OK":



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- C. Enter the taxpayer's TID and choose the option you want to view. **For example**, if you want to see it the SUT return was successfully filed and want to find out the confirmation number, click "**View SUT returns filed**"

ResetPIN: Form

Fast-File System
Database View Screen

Enter CT Tax Registration Number: 1829639000

View Access Logs

ViewEntity

ViewProfilesOnly

ViewContact Info

Quit Application

View WH Filed

WH By Confirmation #

View 941s Filed

941 by Confirm #

SUT for TP by Period

View SUT returns Filed

SUT by Confirm #

View Deductions Made

View ROT Return

ROT by Confirmation #

ViewBETReturn

View Corp Estimates

View Payment Onlys

- D. The following message will appear. Click OK:

Microsoft SQL Server Login

Connection failed:
SQLState: '28000'
SQL Server Error: 18456
[Microsoft][ODBC SQL Server Driver][SQL Server]Login failed for user 'DRS-H-MAIN\LeonE'.

OK

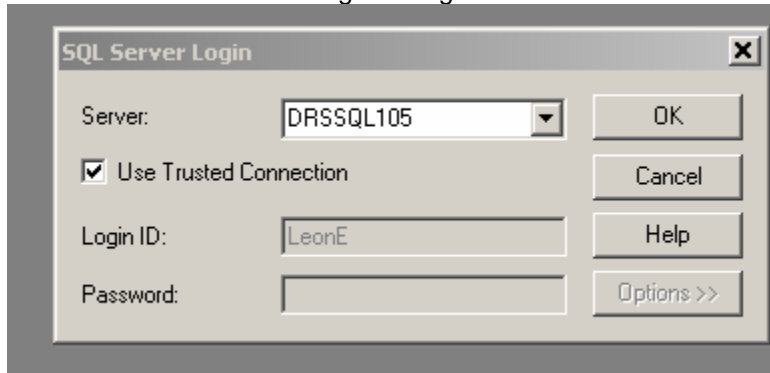
for TP by Per

View ROT Return

ROT by Confirmation #

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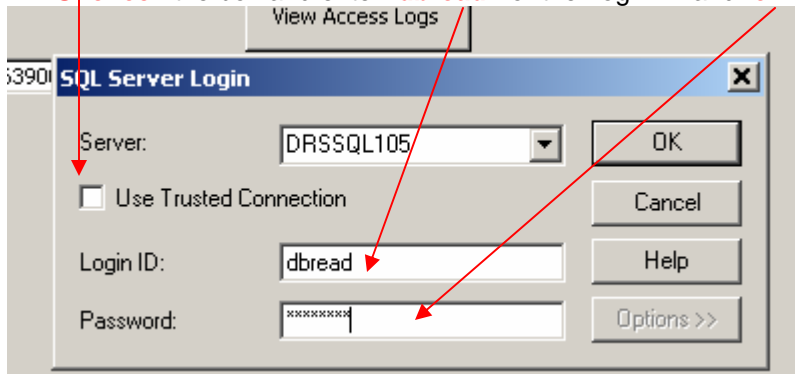
E. You will see the following message.:



The screenshot shows a standard Windows-style dialog box titled "SQL Server Login". It contains the following fields and controls:

- Server:** A dropdown menu with "DRSSQL105" selected.
- Use Trusted Connection:** A checked checkbox.
- Login ID:** A text box containing "LeonE".
- Password:** An empty text box.
- Buttons:** "OK", "Cancel", "Help", and "Options >>" are located on the right side of the dialog.

F. **Uncheck** the box and enter "**dbread**" for the Login ID and "**efile123**" for the Password.



This screenshot shows the same "SQL Server Login" dialog box as in the previous image, but with several changes and red arrows pointing to specific elements:

- Use Trusted Connection:** The checkbox is now unchecked. A red arrow points to it from the text "Uncheck the box".
- Login ID:** The text box now contains "dbread". A red arrow points to it from the text "enter 'dbread' for the Login ID".
- Password:** The text box now contains "*****". A red arrow points to it from the text "enter 'efile123' for the Password".
- Buttons:** The "OK", "Cancel", "Help", and "Options >>" buttons remain on the right.
- Annotations:** A red arrow points from the text "Uncheck the box" to the "Use Trusted Connection" checkbox. Another red arrow points from the text "enter 'dbread' for the Login ID" to the "Login ID" text box. A third red arrow points from the text "enter 'efile123' for the Password" to the "Password" text box.

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- a. Click OK. You will see the report that you chose. On this sample, I chose **“View SUT Returns Filed”**. The report shows details of each return filed by the taxpayer. If the taxpayer had called to find out if the return was successfully filed, you could tell him the confirmation number, period for which it was filed, transaction date (when filed), and even the time it was filed. You can tell if it was filed by phone or web.

Sales Tax Return By Fast-File			
TAXREGISTRATIONNUMBER	1829639000	TRANSDATETIME	20030429203845
FILINGMETHOD	2	TRANSDATE	20030429
PERIODENDING	0303	CONFIRMATIONNUMBER	311974341
Return Status:	Blank	EXPORTDATETIME	200305061652
RECEIPTSALESGOODS	\$0.00	EMAIL	tpink@sprynet.com
RECEIPTLEASERENTALS	\$0.00	PHONE	2039383312
RECEIPTSLABORSERVICES	\$0.00		
PURCHASESGOODS	\$0.00		
LEASERENTALS	\$0.00		
PURCHASESSERVICES	\$0.00		
SUBTOTAL	\$0.00		
TOTALDEDUCTIONS	\$0.00		0
BALANCE SUBJECTTOTAX	\$0.00		
GROSSTAXDUE	\$0.00		
CREDITS	\$0.00		
NETTAXDUE	\$0.00		
INTEREST	\$0.00		
PENALTY	\$0.00		
TOTALAMTDUE	\$0.00		
REMITAMT	\$0.00		

Sales Tax Deductions Details:

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- G.** If the taxpayer filed more than one SUT (or other tax type return) using Fast-File, there will be one page for each return in this report. In this sample, there are 32 pages in the report of SUT returns filed.

Sales Tax Return By Fast-File			
TAX REGISTRATION NUMBER	1454471000	TRANS DATETIME	20040111112031
FILING METHOD	2	TRANS DATE	20040130
PERIOD ENDING	0112	CONFIRMATION NUMBER	001140703
Return Status:	Completed	EXPORT DATETIME	190001010000
RECEIPTS SALES GOODS	\$12,454.00	EMAIL	
RECEIPTS LEASE RENTALS	\$0.00	PHONE	
RECEIPTS LABOR SERVICES	\$0.00		
PURCHASES GOODS	\$117.00		
LEASE RENTALS	\$0.00		
PURCHASES SERVICES	\$0.00		
SUBTOTAL	\$12,4501.00		
TOTAL DEDUCTIONS	\$0.00		0
BALANCE SUBJECT TO TAX	\$12,4501.00		
GROSS TAX DUE	\$1,170\$00		
CREDITS	\$0.00		
NET TAX DUE	\$1,170\$00		
INTEREST	\$0.00		
PENALTY	\$0.00		
TOTAL AMT DUE	\$1,170\$00		
REMIT AMT	\$1,170\$00		X
Sales Tax Deductions Details:			

Tuesday, January 17,

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H.

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If you know the period end date for SUT and want to know if the return was Fast-Filed, click on SUT for TP by Period and enter the YYMM. Then click OK.

ViewEntity

Enter Parameter Value X

Enter Period Ending (YYMM):

OK Cancel

ct Info

ViewEntity

Enter Parameter Value X

Enter Period Ending (YYMM):

0512

OK Cancel

ct Info

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If a SUT for that period was filed, you will see it:

Sales Tax Return By Fast-File			
TAX REGISTRATION NUMBER	0420153000	TRANS DATE TIME	20040117115002
FILING METHOD	DEFERENT	TRANS DATE	20040117
PERIOD ENDING	0112	CONFIRMATION NUMBER	001742911
		EXPORT DATE TIME	190001010000
RECEIPTS SALES GOODS	\$13,053,289.00	EMAIL	
RECEIPTS LEASES RENTALS	\$0.00	EMAIL ADDRESS	randy@pwc.com
RECEIPTS LABOR SERVICES	\$0.00	PHONE	
PURCHASES GOODS	\$0.00		0155723543
LEASES RENTALS	\$0.00		
PURCHASES SERVICES	\$0.00		
SUB TOTAL	\$13,053,289.00		
TOTAL DEDUCTIONS	\$13,053,289.00		1
BALANCE SUBJECT TO TAX	\$0.00		
GROSS TAX DUE	\$0.00		
CREDITS	\$0.00		
NET TAX DUE	\$0.00		
INTEREST	\$0.00		
PENALTY	\$0.00		
TOTAL AMT DUE	\$0.00		
REMIT AMT	\$0.00		
Sales Tax Deductions Details:			
TAX REGISTRATION NUMBER 0620583000			
LINE NUMBER	TAX TYPE	AMOUNT	
30	S	\$13,053,289.00	

This is a certified copy of a document created by the Department upon request of the taxpayer. The tax information that appears hereon was furnished to the Department by the taxpayer through the use of a telephone, computer or other electronic means.

Signature

Date

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If there is no data for the report you request, you will see this box:

